

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 1.D

Dept. City Manager's Office

Item Title: Acceptance of Approved Planning Commission Meeting Minutes

Staff Contact: Shelley Chapel, MMC, City Clerk

Recommendation:

Acceptance of Approved Planning Commission Meeting Minutes for Regular Meeting held June 25, 2018.

Fiscal Impact:

None.

Environmental Review:

☒ Not subject to review

☐ Categorical Exemption, Section

☐ Negative Declaration

☐ Mitigated Negative Declaration

Public Information:

☒ None

☐ Newsletter article

☐ Notice to property owners within 300 ft.

☐ Notice published in local newspaper

☐ Neighborhood meeting

Attachments:

None.

**MINUTES OF A MEETING OF
THE LEMON GROVE PLANNING COMMISSION
MONDAY, JUNE 25, 2018**

1. Call To Order:

Chair Bailey called the Regular Meeting to order at 6:00 p.m.

Present: Chair Bailey, Commissioner Browne (arrived 6:18 p.m.), Commissioner LeBaron, Commissioner Relucio, and Commissioner Smith.

Absent: None.

Staff Members Present:

Lydia Romero, City Manager, Kristen Steinke, Assistant City Attorney, David De Vries, Development Services Director, Mike Viglione, Assistant Planner, and Arturo Ortuño, Assistant Planner.

2. Pledge of Allegiance:

Pledge of Allegiance to the Flag was led by Chair Bailey.

3. Oath of Office:

City Manager Romero gave the Oath of Office to the Commissioners as a group.

4. Consent Calendar:

Approval of Minutes – None.

5. Changes to the Agenda: None.

6. Public Comments: None.

Reports:

7. Discussion on Planning Commission Policy Rules and Conduct of Public Meetings Procedures.

David De Vries, Development Services Director gave the report. Correction from staff proposed to change meeting time from 6:30 p.m. to 6:00 p.m. on the fourth Monday of the month.

City Manager Romero provided the reminder to the Commissioners that a requirement of the position is to file a Form 700 filing with the City Clerk. In addition, AB1234 Ethics training and Sexual Harassment Training are required by the Human Resources Department.

Commissioners discussed the guidelines of the Commission as presented by staff.

Action: No action taken. Point of Clarification by Director De Vries staff will move forward to make the change of meeting start time from 6:30 p.m. to 6:00 p.m. on the fourth Monday of the month. This information will be provided as Resolution adopting the formal meeting time and date. All Commissioners present concurred.

Chair Bailey pulled Item 9 to be heard at this time as they were awaiting the arrival of one Commissioner prior to opening the Public Hearing.

9. **Business from the Development Services Director: (Non-Action Items)**

Director DeVries provided the Commissioners a copy of the City Hall Business Hours and Holiday Schedule. Noting that certain times and dates staff would not be responsive to emails or phone calls. Potential conflicts with the fourth Monday of the month for meetings may arise, and can be discussed as needed. The first such conflict is December 24, 2018, Christmas Eve. Director DeVries suggests that the Commission may want to consider Monday, December 10, 2018 as a possible alternative. May 27, 2019 would be another possible conflict and suggest May 13, 2019 as a possible alternative.

Director DeVries provided a 500' radius map of each Commissioner's personal residence to provide them a visual of the distance and area where a potential conflict may arise. Therefore, as a Commissioner may be required to recuse themselves from a vote. Director DeVries provided the process in which to recuse and then remove themselves from the Meeting Room. Assistant City Attorney Kristen Steinke provided a point of clarification that once a Commissioner has identified themselves as having a conflict, the Commissioner must state why they are recusing themselves from the meeting.

Assistant City Attorney Kristen Steinke provided direction to the Commissioners regarding conflict of interest besides location of residence. If unsure raise the issue and the City Attorney can provide direction. Provided the Commissioners precaution and that a conflict not disclosed could nullify a project.

Director DeVries provided the cancellation of meeting procedure.

Commissioner Browne arrived at the meeting at 6:18 p.m. and was given the Oath of Office by City Manager Romero.

Public Hearing:

8. Administrative Appeal No. AA1-800-0003 (Jason McNeil). A request to consider overturning the Development Services Director decision to require roof materials of an Accessory Rental Dwelling Unit (ARDU) to be compatible with the existing single-family residence onsite.

Chair Bailey confirmed that all legal notices had been provided and Director DeVries confirmed they had.

David De Vries, Development Services Director provided a reminder that the General Plan is the City's overarching document with the vision of the City and from that the Lemon Grove Municipal Code is developed.

Arturo Ortuño, Assistant Planner presented the staff report and PowerPoint presentation.

Chair Bailey opened the Public Hearing at 6:33 p.m.

Appeared to comment were: Jason McNeil (appellant) provided photos, Kelly McNeil, and Tim O'Leary.

During the discussion Commissioners expressed concern about roofing materials meeting current building code.

Adoption of the resolution would approve the Administrative Appeal AA1-800-0003, overturning overturn the Development Director's Decision to uphold the required roof material for Building Permit No. B17-000-0064 at 2593 Nida Place, Lemon Grove, California.

Action: The public hearing was closed at 7:10 p.m., and to adopt Resolution No. 2018-01 including amendment to “Whereas, there are unique circumstances because the Accessory Rental Dwelling Unit (ARDU) was hidden from views from adjacent public rights way”, on a motion by Commissioner LeBaron, and seconded by Commissioner Browne. The motion passed by the following vote:

Ayes: Bailey, Browne, LeBaron, Relucio, Smith

Noes: None

Business from the Planning Commission: None.

Planning Commission Oral Comments & Reports on Meetings Attended At City Expense:
(G.C. 53232.3(d)): None.

Adjournment:

There being no further business to come before the Commission, the meeting was adjourned at 7:13 p.m.

Shelley Chapel, MMC
City Clerk